



Senior Project Leader

Reporting to:	Vice Principal Curriculum and Quality
Working Hours:	Full time (37.5 hours per week)
Job code	SDF 1
Salary:	Up to £55k Initially a fixed term contract with possible permanent opportunities
Annual Leave:	30 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

As the leading regional provider of land based and environmental education, Plumpton College is committed to providing the future skills required by employers for the transition to a highly sustainable, zero carbon economy.

Alongside a current £15m investment in our facilities for students, we are therefore delighted to launch a highly innovative national project that will enable the development of green technologies and provide the skills and education for sustainable land management and food production.

Nationally, sectors such as land management, horticulture, agriculture and viticulture are already in critically short labour supply, and needing more employees to be trained at a higher level than ever before.

This project will see the College working with its existing network of over 2000 employers and key industry groups such as the recently introduced, government backed, Institute for Agriculture and Horticulture to ensure current and future labour needs are understood and mapped to existing and new programmes of study and training.

The project scope will look to develop a new technical curriculum focusing on higher (Level 4 and 5) technical qualifications and resources which are applicable to the wider land management, agriculture, horticulture, viticulture and marine environment sectors.

With a £9m Agri-Food investment programme, a recently opened Centre of Horticulture Excellence at One Garden Brighton and a further investment planned for the College's leading Veterinary Nursing and Viticulture programmes, Plumpton College is well placed to lead on these new curriculum developments.

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Job Purpose

The role of **Senior Project Leader** will manage the wider project and oversee the delivery of project outputs and outcomes.

In addition to overseeing the wider project, the post holder will research and develop the longer term strategy for skills education and training in **land management and in agriculture**. This will focus on the development of a curriculum to support the Government's new Environmental Land Management Schemes (ELMS) and agriculture production technologies to increase productivity and environmental sustainability.

Duties and responsibilities of the job

1. Project Management responsibilities

a. Liaise with theme leads to scope out and develop the project plan for each project objective (see project documentation)
b. Liaise with the wider College Management Team to develop and implement Industry Liaison boards for Agriculture, Horticulture and Viticulture
c. Liaise with project partners regarding the development and reporting on: <ul style="list-style-type: none">a. Carbon Literacy programmeb. Implementation of the Electric Vehicle capital spend and curriculum developmentc. Six Form College contribution (delivery days) to each Plumpton theme to inform curriculum and teaching collateral development
d. Support the SDF team with research expertise (Leading colleagues to analyse research data and synthesise clear and actionable findings)
e. Working with the Curriculum Developer and Strategist roles oversee the senior land management employer liaison forum of approximately 20 key employers and the 'agri-tech senior employer and industry liaison' forum of approximately 10 employers
f. Quality check and sense test of research outputs, testing for relevance to the industry
g. Develop and support others through line management of SDF team members
h. Manage and report on the day-to-day delivery of the Plumpton SDF objectives within cost
i. Liaise with the Plumpton College Finance team to support a timely project claims process
j. Liaise with Marketing to ensure regular and appropriate press releases pertaining to the SDF project
k. Production of regular progress reports to SMT
l. Production of the final report and evaluation for SDF Plumpton College based themes (Project 4 – Land Management)

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m. Maintain good working relations with Curriculum Managers, staff and other stakeholders
n. Present the organisation in an appropriate and professional manner at all times
o. Contribute to the development and growth of the organisation through working in accordance with its wider objectives and values
p. Develop relationships with people who have an interest in the project findings, such as politicians and people in their teams, civil servants and academics, as well as business and third sector organisations

2. *Research Responsibilities Land Management and Agriculture*

a. Scope out, develop and implement the project plan to reflect the Government's new Environmental Land Management Schemes (ELMS) and agriculture production technologies to increase productivity and environmental sustainability.
b. Lead industry engagement and develop strategy for L4 and L5 curriculum in land management and agriculture
c. Ensure a good understanding of the diversity of employers, and the ability to include many types of users in appropriate research activities
d. Carry out a range of research methods (qualitative and quantitative) including stakeholders' interviews within the project
e. Support the Curriculum Developer - Land Management and Agriculture with detailed curriculum design to ensure it meets the agreed strategy
f. Liaise with Marketing to promote the course offers
g. To maintain accurate and complete records of all research findings
h. To collect and analyse data, write progress reports, and prepare results for dissemination via presentations and SDF reports
i. To communicate research findings to SMT, corporation and as part of the SDF project group (including presentations, designing and maintaining research outputs and creating formal reports)
j. To develop contacts and research collaborations within the Divisions and wider academic community in order to further the project aims

3. *Wider curriculum responsibilities*

a. Ensure that all curriculum development is delivered in line with the college Health and Safety Policy (with support from the college Safety Team).

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b. Ensure effective communication reinforcing the appropriate use of email, briefings and weekly team meetings.
c. Develop and maintain relevant industry links
d. Undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT.

4. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

Essential criteria for the post
Extensive sector/industry experience and evidence of specialist subject knowledge in key areas.
Demonstrate effective skills in leading management of change.
Hold a relevant professional/vocational qualification, or a degree.
Demonstrate a strong desire to work collaboratively as part of a high performing team.
Be a highly effective and well organised
Be an excellent communicator with highly developed interpersonal skills.
Have effective skills in problem solving.
Have excellent ICT skills to include the production of MI and reports at all levels.
Have a sound understanding and ability in budgetary management.
Demonstrate evidence of raising standards.

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CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 30 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teachers' Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.